**MANAGER**

**Employee Relations**

The **San Mateo County Transit District** is the administrative body for public transit and transportation programs in San Mateo County, California: SamTrans bus service, including Redi-Wheels paratransit service, Caltrain commuter rail service and the managing agency for the San Mateo County Transportation Authority. The District transports approximately 32 million customers a year and is one of the nation’s top transit agencies. We look forward to continuing our leading role in meeting the transportation challenges of the future.

“The Human Resources Department is dedicated to achieving organizational excellence by hiring talented people and helping to create an exceptional work experience that is personally meaningful, rewarding, and advances public transportation for future generations.” This is the HR Department’s mission statement.

We work collaboratively to provide our customers with a level of excellence expected from an HR professional. If you are an energetic team player and you identify with our mission, then the District’s HR Team has a spot for you!

As the **Manager, Employee Relations**, you will serve as a key member of SamTrans' collective bargaining team. You will provide advice, interpretation, and counsel regarding collective bargaining agreements, personnel policies and procedures, and employment laws. The Manager, Employee Relations will hire, mentor and develop staff ensuring equal employment opportunity policies and procedures are followed.

The **Manager, Employee Relations** has the responsibility to promote the consistent and fair administration of employee corrective and disciplinary actions. The incumbent will oversee the administration of the following employee and labor relations programs: grievance and arbitration, DMV pull notice, drug-free workplace programs, reasonable accommodation, Workers’ Compensation, and leave of absence (e.g. FMLA, CFRA, Military, and Pregnancy Disability). On occasion, the incumbent may act as an advocate or panel member at arbitration hearings.

We are an equal opportunity employer.
What will your role be?
In the role of Manager, Employee Relations, you will report to the Director, Human Resources (HR) and will be responsible for employee and labor relations programs for the San Mateo County Transit District (SamTrans). You will be responsible for developing and maintaining effective union and management relations and develop Employee Relations strategies, programs, and policies to ensure a quality work environment for employees.

Ideal Candidate
- Will have a strong HR generalist background with solid experience in labor and employee relations.
- Will have strong integrity, honesty, confidentiality and demonstrated ability to effectively manage sensitive issues.
- Will be a strategic (sees the big picture) business partner who creates organizational/team synergy.
- Will be a team builder with the ability to develop collaborative partnerships and support for ideas.
- Will have the ability to respond to issues quickly and make sound decisions and recommendations.
- Can apply the art of persuasion and negotiation on an individual and group basis.
- Will have a "hands-on" practical approach with a willingness to be visible and interact with employees at all levels.
- Will be energetic with an inspirational and empowering demeanor.

Minimum Qualifications
Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor’s degree or equivalent from an accredited college or university with major course work in public administration, business administration, human resources management, or related field.
- Five years of full-time increasingly responsible employee/labor relations management experience.
- Three years management experience.

Other Requirements
- Must have effective written and oral communication skills.
- Knowledge of the principles, practices and techniques involved in the administration of a comprehensive employee relations program; principles and practices of effective supervision and progressive discipline; State and Federal laws related to equal employment opportunity, employee working conditions, disability and leave, including but not limited to: Title VII of the Civil Rights Act of 1964; California Fair Act; Fair Employment and Housing Act; Age Discrimination Act; California Rehabilitation Act; Americans with Disability Act Amendment Act; Equal Pay Labor Standards Act; California Labor Code; Family Medical Leave Act; and California Family Rights Act.
- Experience as an employer advocate in arbitration proceedings is desirable.
- Experience with collective bargaining is desirable.
- Must be proficient in Microsoft Office Suite.

Compensation and Benefits
The annual salary is $120,642-$174,931. Salary is commensurate with experience and qualifications.

Current benefit features include:
- 26 days of paid time off per year to start
- Seven paid holidays, plus up to five floating holidays per year
- Medical, dental, vision care, group life insurance and Flexible Savings Account
- Free Bus Transportation for employees and qualified dependents. Free Caltrain Transportation
- 457 Deferred Compensation Plan for retirement
- Social Security benefit
- Tuition Reimbursement Program for career advancement

CalPERS Retirement Benefit
- Classic Employees - 2.0% @ 60 benefit, 3 year average of final compensation
- New Employees - 2.0% @ 62 benefit, 3 year average of final compensation

How To Apply?
Apply 24 hours a day through our online application system. www.smctd.com/jobs

The position is open until filled with the first review cut-off at 11:59pm on Friday, September 1, 2017. Posting may close without notice. If interested, apply immediately. You must submit a completed application and supplemental questionnaire to be considered for this position. Incomplete or late applications will not be considered.

Selection Process
The process will include a supplemental questionnaire, panel interview, and may include written and skills test assessments. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.